

85-2766/2

20 Aug

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM: Robert W. Magee
Director of Personnel

EXTENSION

NO.

85-2393

DATE

AUG 9 1985

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

1. DDA
7D24 Hqs

8/12

J

2.

3. Executive Registry
7E12 Hqs

13 AUG 1985

amy

4.

5. Executive Director

20 AUG 1985

J

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P-100

85-2393

85-2766/2

AUG 9 1985

MEMORANDUM FOR: Executive Director

VIA : Deputy Director for Administration

FROM : Robert W. Magee
Director of Personnel

SUBJECT : Request to Attend Placement Directors' Seminar
Reception - 20 August 1985

1. On 20, 21 and 22 August, the Office of Personnel is hosting a seminar for university placement directors to enhance our recruitment effort at their schools. On the evening of 20 August, from 1700 to 1900 hours, we are hosting a reception for our guests in the Executive Dining Room. If convenient, we would appreciate your attending this function.

2. Attached is a list of the invitees and a draft of the agenda for your information.

Robert W. Magee

Attachments:

- A. Agenda
- B. List of Attendees

I will (☒) will not (☐) attend reception.

OFFICE OF PERSONNEL
PLACEMENT DIRECTORS' SEMINAR

20-22 August 1985

MONDAY - 19 AUGUST

Placement directors arrive and check into hotel

6:00 p.m. "Get Acquainted" Reception
-- Francis Scott Key Room, Salon A
7:00 p.m. Key Bridge Marriott Hotel
Arlington, VA

TUESDAY - 20 AUGUST

ROOM 1E74, HEADQUARTERS BUILDING

8:30 a.m. Bus picks up placement directors at hotel

9:00 a.m. Placement directors pick up badges in Headquarters lobby

9:15 a.m. Conference convenes in Room 1E74, Headquarters
Coffee and donuts

STAT 9:20 a.m. Administrative Notes
[redacted]
Recruitment Operations Division Representatives

STAT 9:30 a.m. Orientation Presentation
[redacted]
Recruitment Operations Division Representatives

10:00 a.m. Welcome by Sponsor
Robert W. Magee
Director of Personnel

10:30 a.m. Comments from the DDCI
John N. McMahon
Deputy Director of Central Intelligence

STAT 11:30 a.m. Security and the CIA
[redacted]
Director of Security

12:30 noon Lunch

STAT 1:15 p.m. Minority Recruitment in the CIA
[redacted]
Director of Equal Employment Opportunity

TUESDAY - 20 AUGUST

Room 1E74, HEADQUARTERS BUILDING

STAT

1:40 p.m. Graduate Fellow and Coop Programs

Coordinator for Student Programs

2:05 p.m. Break

The Science & Technology Directorate

STAT

Moderator:

Chief/DDS&T Management Staff

2:10 p.m. DDS&T Overview

R. E. Hineman

Deputy Director for Science and Technology

3:30 p.m. Break

The Intelligence Directorate

STAT

Moderator:

DDI Recruitment Coordinator

3:40 p.m. Introductory Remarks

Helene Boatner

Director of Management, Planning
and Services

4:00 p.m. The DDI: Who We Are, What We Do, The People We Seek

STAT

4:30 p.m. New Employee Panel

5:00 p.m. Reception

7:00 p.m. Executive Dining Room

7:30 p.m. Bus returns placement directors to hotel

WEDNESDAY - 21 AUGUST

ROOM 1E74, HEADQUARTERS BUILDING

8:00 a.m. Bus picks up placement directors at hotel

8:30 a.m. Placement directors pick up badges in Headquarters lobby

8:45 a.m. Administrative Notes
[redacted]
Recruitment Operations Division Representatives

The Directorate of Operations

Moderator: Chief/DDO Career Management Staff

9:00 a.m. Introductory Remarks
Clair George
Deputy Director for Operations

9:20 a.m. Careers in the Operations Directorate

10:20 a.m. Break

The Administration Directorate

Moderator: [redacted]

10:30 a.m. Introductory Remarks
Harry E. Fitzwater
Deputy Director for Administration

11:00 a.m. DDA Employee Panel

12:00 p.m. Lunch

1:00 p.m. Tour of the CIA Library
[redacted]
CIA Librarian

1:45 p.m. Bus returns placement directors to hotel

Free afternoon and evening

THURSDAY - 22 AUGUST

KEY BRIDGE MARRIOTT
GEORGETOWN ROOM "C"
ARLINGTON, VA

8:45 a.m. Conference Convenes
Introductory Remarks
Recruitment Operations Division Representatives

9:00 a.m. Question-and-Answer Session - Placement Directors with
CIA Managers from the DCI/DDA/DDI/DDO/DDS&T/EEO areas

10:30 a.m. Closing Remarks
Robert W. Magee
Director of Personnel

11:00 a.m. Seminar Adjourns

12:00 noon Buses will take Placement directors to the airport
(National or Dulles)

STAT

Placement Directors' Seminar

20, 21, 22 August 1985

ATTENDEES

Mr. James A. Bell
Director, Career Planning & Placement
100 East College Place
Hampton University
Hampton, VA 23669

Mr. Stanley E. Brown
Director of Placement
College of William and Mary
Williamsburg, VA 23185

Mr. Thomas R. Cath
Director of Career Planning & Placement
Student Union Building
DePauw University
Greencastle, IN 46135

Ms. Athena Constantine
Director of Career Services
57-29 223rd Street
Columbia University
Bayside, NY 11364

Dr. Carol S. Disque
Director of Career Planning & Placement
Lindley Hall
Ohio University
Athens, OH 45701

Ms. Henrietta Duncan
Assistant Director, Career Planning & Placement
1851 Columbia Road N.W.
#106
Howard University
Washington, D.C. 20009

Ms. Jean E. Eisel
Director of Career Services
Academic Services
Room 108
Arizona State University
Tempe, AZ 85287

Ms. Bobbie J. Gray
Placement Services Coordinator
Career Services Center
Building B-030
University of California, San Diego
LaJolla, CA 92093

Ms. Carol E. Hanneman
Director, Career Planning & Placement
Office A159
Concordia College
River Forest, IL 60305

Mr. Thomas J. Haynes, Jr.
Counselor Coordinator
601 Francee Street
Florida A. & M. University
Tallahassee, FL 32304

Mr. Jon Sakurai-Horita
Associate Director, Career Planning & Placement
2130 Fulton Street
University of San Francisco, San Diego
San Francisco, CA 94117

Mr. Walter B. Jones
Director, Career Planning & Placement Center
Dabney Hall
Room 28
North Carolina State University
Raleigh, NC 27695

Ms. Dorothy Lockridge
Director, Career Development Center
3019 Old Hydes Ferry Road
Tennessee State University
Nashville, TN 37218

Ms. Sharon Lutz
Assistant Director
Career Planning & Placement Office
College of Business Administration
& Graduate School of Business
BEOB 2.022
University of Texas at Austin
Austin, TX 78712

Ms. Marianne Mueller
Assistant Dean
Director of Engineering Placement
College of Engineering
2050 Neil Avenue
Ohio State University
Columbus, OH 43210

Mr. Thomas J. Potter
Director, Career Development Services
221 N. Grand Boulevard
Saint Louis University
St. Louis, MO 63103

Ms. Linda B. Salane
Director of Placement
H. William Close Building
Room 625
University of South Carolina
Columbia, SC 29208

Mr. George L. Sandoval
Associate Director, Career Planning & Placement
Student Services Center
Room 220
University of New Mexico
Albuquerque, NM 87131

Dr. John William Siler
Director, Graduate Placement
12801 Crossroads Parkway, South
DeVry Institute of Technology of Los Angeles
City of Industry, CA 91744

Ms. Curtina P. Simmons
Director, Career Planning & Placement
& Cooperative Education
100 Beatties Ford Road
Johnson C. Smith University
Charlotte, NC 28216

Dr. Lawrence A. Simpson
Director of Career Planning & Placement
University of Virginia
Charlottesville, VA 22901

Mrs. Eleanor L. Spitzig
Director, Career Planning & Placement
7900 West Division Street
Rosary College
River Forest, IL 60305

Mr Raymond H. Thrift, Jr.
Director for the Center of Cooperative Education
& Placement Services
Building 19
University of West Florida
Pensacola, FL 32514-0101

Ms. Sue T. Velie
Director of Placement & Public Affairs
College of Law
300 Timberdell Road
University of Oklahoma
Norman, OK 73019

Ms. Patricia Burke-Webster
Placement Counselor
H-15 Continental Drive
Rochester Institute of Technology
Rochester, NY 14618

85-2392

AUG 9 1985

DD/A Registry
85-2766

MEMORANDUM FOR: Deputy Director of Central Intelligence

VIA : Deputy Director for Administration

FROM : Robert W. Magee
Director of PersonnelSUBJECT : Request to Address Placement Directors' Seminar
on 20 August 1985

1. The Office of Personnel is hosting a seminar for university placement directors on 20, 21 and 22 August to enhance our recruitment effort at their respective schools. We request that you address the group from 1030 to 1130 hours on 20 August in room 1E74, Headquarters building.

2. The same evening, from 1700 to 1900 hours, we are hosting a reception in the Executive Dining Room. If convenient, we would appreciate your attending this function.

3. Attached is a list of the invitees and a copy of the proposed agenda for your information.

Robert W. Magee

Robert W. Magee

Attachments:

- A. Agenda
- B. List of Attendees

I will (✓) will not () address the Placement Directors' Seminar.

I will (✓) will not () attend reception.

STAT DA/OP/E/AC/ [] :nm (9 August 85)

Distribution:

- Original - Addressee
- 1 - ER w/atts
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- 1 - DD/E w/atts
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